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Updated COVID-19 Reportable Event Guidance and Procedures Effective 12/28/2020

The Maine DHHS Office of Aging and Disability Services has implemented COVID-19 specific Reportable Events instructions for consumers with I/DD and Brain Injury.

For the following anticipated situations, please enter specific phrases in the Reportable Event “Event Name:”

1. Client is tested for COVID-19
 - Enter “COVID-19 **Testing**”
2. Client has positive COVID-19 test result
 - Enter “COVID-19 Confirmed”
3. Client exposed to individual with positive COVID-19 test result
 - Enter “COVID-19 Exposure”
4. Client lacks critical support, due to COVID-19-related staff shortage
 - Enter “COVID-19 Safety”
5. Other COVID-19 event (e.g. behavioral challenges, client declines to follow stay at home guidelines)
 - Enter “COVID-19 Emergency, Other”

NEW: Regarding reporting timelines for COVID-19 testing, if testing is for the purposes of screening, precaution, or as the result of an exposure, receipt of the result is the “event start,” and the result should be recorded within the event report. If a test is conducted due to suspected illness, the test itself is the event start. When results are anticipated within statutory reporting timelines (Binax Now or rapid antigen), please hold reporting and include results in report. These changes will reduce administrative burden for all and improve reporting accuracy.

Within the event narrative, please capture the reason for testing.

When reporting exposure to an individual who has tested positive, include the relationship between the positive exposure source and the individual.

Thank you for your attention to reporting events in this way. This will help OADS quickly identify COVID-19-related events, respond to them as needed, and provide status reports to the COVID-19 Task Force.

If you have questions, please contact Stephanie Barrett, OADS Quality Assurance and Training Manager at Stephanie.Barrett@Maine.gov.

For response to exposure and confirmed COVID-19 events, seek guidance from Maine CDC at: <https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus.shtml>

FAQ Answers:

Q: Who should submit a report regarding COVID-19?

A: Statutory authority and rule reference: 34-B M.R.S. §5604-A and 14-197 C.M.R. , ch12.

Reporters are identified as:

Any Required Reporter shall report a Reportable Event through the Reportable Event Database when he or she becomes aware of any incident that meets the criteria of Section 2(2)(A). A required reporter is any individual involved in the support of an Individual Receiving Services, including, but not limited to Mandated Reporters. An individual Receiving Services: an adult with a developmental disability, such as an intellectual Disability or Autism Spectrum Disorder, determined eligible for and receiving services from a provider of services licensed, funded, or regulated in whole or in part by the Department, or an adult with an acquired brain injury determined eligible for and receiving waiver services from a provider of services licensed, funded, or regulated in whole or in part by the Department.

Obligation to report is identified in the rule summary as:

“when a Reportable Event has occurred involving an Individual Receiving Services (any adult with Developmental Disabilities, including Intellectual Disabilities or Autism Spectrum Disorder, determined eligible for and receiving services from a provider of services licensed, funded, or regulated in whole or in part by the Department, and adults with Acquired Brain Injury determined eligible for and receiving waiver services”.

Q: What are the reporting timeframes for COVID-19?

A: The reporting timeframe is identified in 14-197 C.M.R. ch12, (2), (3) as “within 1 business day of the event.” **See the body of the guidance memo for determining event start date for testing.**

Q: How should I report exposure to a staff member who has tested positive for COVID-19?

A: For exposure events, report on each client experiencing exposure to an individual who **has tested positive for COVID-19.**

Q: If I’ve reported a client exposure, what should I do if that client then tests positive with COVID-19?

A: **Submit a new report for any positive client test.**

Q: How should I communicate negative results of client COVID-19 testing?

A: **If results are not expected within 24-hours of the Event Start and are therefore unable to be reported within the initial report, and the event is not locked when results are received, update the event narrative when results are received. If the event is locked, utilize the “Event Update” summary section of the Reportable Event in EIS to record test results.** If you are submitting the Reportable Event via paper, contact the OADS Incident Data Specialist (IDS) to report the “Event Update”.

Q: If I reported a client hospitalization related to COVID-19, what should I do at discharge?

A: If a client is hospitalized related to COVID-19, submit a Reportable Event per guidance above. Utilize the “Event Update” section of the Reportable Event to update at discharge.